

CM/ECF Frequently Asked Questions

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CM/ECF Frequently Asked Questions (INND)

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Q: Can an attorney e-file a document for another attorney?

Pursuant to [Fed. R. Civ. P. 11](#), every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's / participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney / participant's signature for Rule 11 and other purposes. See the CM/ECF [User Manual](#), Section I.C. or if you have any further questions, please contact the [Help Desk](#).

Information regarding [CM/ECF Registration](#) and [Attorney Appearance forms](#) can be located on our web site at www.innd.uscourts.gov
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Q: Can I take pleadings directly to the judge's office?

No, all pleadings must be filed electronically or submitted to the clerk's office for filing.
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Q: Do I have to be admitted to practice to the Northern District of Indiana Court before I can file any papers?

Pursuant to Local Rule 83.5(a), in all cases filed in, removed to, or transferred to this court, all parties, except as provided in subsection (c), must be represented of record by a member of the bar of this court. Pursuant to Local Rule 83.5(c), a person not a member of the bar of this court shall not be permitted to practice in this court or before any officer thereof as an attorney, unless (1) such person appears on his or her own behalf as a party, or (2) such person is admitted to practice in any other United States Court or the highest court of any state and is, on application to this court, granted leave to appear in a specific action and pays the required fee (which is one-half of the fee required for admission to the bar of this court), or (3) such person appears as attorney for the United States, or any agency thereof or any officer of the United States or of an agency thereof. Information regarding Admission to Practice to the Northern District of Indiana can be located on our web site at www.innd.uscourts.gov.

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Q: Do you accept faxed filings?

Faxed filings are NOT accepted by the office of the clerk. If a judge's office gives you permission to fax a pleading, an electronic version must also be filed in the CM/ECF system.

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Q: How are other attorneys in my firm included on the docket?

Only the attorney(s) who signed the complaint will be an attorney of record and added to the docket at case opening. Therefore, if other counsel wish to receive notification in the above referenced case, they should electronically file and upload their appearances as soon as possible. Please see the [Local Rules](#) and the CM/ECF [User Manual](#) for more information.

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Q: How are technical failures handled?

The Clerk shall deem the Public Web site for the Northern District of Indiana to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon that day, in which case filings due that day which were not filed due solely to such technical failures shall become due the next business day. Such delayed filings shall be rejected unless accompanied by a declaration or affidavit attesting to the filing person's failed attempts to file electronically at least two times after 12:00 p.m. separated by at least one hour on each day of delay due to such technical failure.

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Q: How do I change my default PACER login?

Once you are logged in as a CM/ECF filer, if you click on Query or Reports, you will see a PACER login screen with a checkbox at the top for "Make this my default PACER login". Check this box before you log into PACER, and you will not get this screen again. You can "undo" the default PACER login in Utilities, "Remove Default PACER Account"

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Q: How do I get help?

"If you are unable to find an answer to your question here or in the CM/ECF [User Manual](#), please call the court's toll-free [Help Desk](#) if you need assistance.

For help using PACER, visit the [PACER Service Center](#) web site at or call (800) 676-6856 between 8 a.m. and 5 p.m., Central Time.

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Q: How do I submit the document I'm requesting leave to file?

Attach the document you are requesting to file as an attachment to your motion. PLEASE DO NOT FILE IT AS A SEPARATE DOCUMENT. If you have any questions, please refer to the CM/ECF [User Manual](#), Section II,A.5. or if you have any further questions, please contact the [Help Desk](#).

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Q: How many copies do I need to submit?

See the [User Manual](#) for a list of which documents may be filed manually. Unless directed otherwise, you need to submit an original only of those documents that must be submitted manually (on paper; i.e., originating documents, sealed documents) for the court's retention. If you want a file marked copy returned, be sure to submit an extra copy for this purpose, plus a self addressed stamped envelope.

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Q: How should exhibit attachments to documents be filed?

When exhibits are filed with a document, they should be uplifted as “attachments” to the primary pdf, not included in the body of the main document in accordance with the CM/ECF [User Manual](#), Section II.A.1 (and footnote). If you have any further questions, please contact the [Help Desk](#).

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Q: How should I file a brief in support of a motion?

The Brief in Support should be filed as a separate document, in accordance with the CM/ECF [User Manual](#), Section II.A.1 (and footnote). If you have any further questions, please contact the [Help Desk](#).

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Q: If I leave my computer idle, will the CM/ECF system automatically log me out so others cannot use my computer to file documents?

Yes, the system will “time out” after approximately 30 minutes. However, the court recommends that you log out whenever you leave your computer.

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Q: Should I submit a Civil Cover Sheet (JS 44)?

The JS 44 civil cover sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. Consequently, a civil cover sheet is to be submitted to the Clerk of Court for each civil complaint filed. The attorney filing a case should complete the form in accordance with instructions on the back of the form. If you have any questions, please contact the Help Desk.

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Q: What are the admission fees?

[Click here for Fee Information](#)

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Q: What are the hours of the clerk's office?

The Fort Wayne and South Bend offices are open Monday - Friday from 9:00 am - 4:00 p.m. (Eastern time).

The Hammond office is open Monday - Friday from 9:00 am - 4:00 p.m. (Central time).

The Lafayette office is open Monday - Friday, 9:00 am - 12:00 pm, and 1:00 pm - 4:00 p.m. (Eastern time).

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Q: What do I do if an appeal is filed in a case in which I was previously terminated?

Since your involvement in this case ended prior to the final disposition of the case itself, you no longer receive electronic notification of entries made to this docket.

If you wish to resume receiving electronic notification of entries to this docket, you should do the following:

Through CM/ECF, choose "Utilities", "Maintain your E-Mail", click on "Email information"; open the drop down window under the words "Additional Options" on the right. Click on "Additional Cases" Open the drop down menu by clicking the down arrow next to the word "Show".....select "Add" and put the case number (such as 1:00cv123) in the box next to the words "Enter case number" and click "add to list", and then click on Return to Person Information Screen.

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Q: What do I do with documents that must have an original signature, e.g., affidavits, or stipulations signed by opposing counsel?

See the CM/ECF [User Manual](#) for detailed information. In general, you will file that document, and maintain the original copy at your office.

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Q: What if I make a mistake that must be corrected in the CM/ECF system?

The CM/ECF system will not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted. Please call our toll free [Help Desk](#) as soon as possible after an error is discovered. If after normal business hours, please leave a voice message and your call will be returned as soon as possible.

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Q: What is the filing fee for a civil case?

[Click here for Fee Information](#)

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Q: Where can I view the local rules?

[Click here to view the local rules.](#)

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Q: Why can't I open a witness list?

[Click here to view info re Filing and Access to Witness Lists](#)

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Q: Why is it necessary to only use Motion reliefs rather than filing a Notice?

The document must be filed as a motion using a motion relief type in order for it to appear properly on the Judge's pending motions report. If you have any questions, please contact the [Help Desk](#).

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